

## **POLICE COMMUNICATIONS SUPERVISOR**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is responsible supervisory and administrative work involved in directing and overseeing the operation of a police department communications section. The incumbent is responsible for preparing and conducting a continuing employee education program concerning the operation and maintenance of the communication equipment including proper radio procedures and dispatcher responsibilities. General supervision is exercised over employees engaged in performing the specific duties. Work is performed with relative independence under the general direction of a supervising officer of sworn rank of Lieutenant or above.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises, organizes, and monitors the work of a comparatively large staff of workers in providing police communication services.

Prepares training guidelines, provides training and monitors progress of trainees; maintains training records; recommends special training as needed.

Evaluates the work performance of subordinates; provides counselling; handles grievances and approves leaves of absence under general direction of a superior; schedules and monitors absences for the best efficiency of the section.

Occasionally participates in the work of subordinates when necessitated by special circumstances or short absences.

Explains, applies, and enforces policy and procedures regarding the confidentiality of police information and records.

Prepares routine records and reports as required for the operation and evaluation of the communication system.

Monitors system equipment on a regular basis and establishes a preventive maintenance program to insure maximum reliability; analyzes needs, evaluates new technology, and recommends system improvements to maintain efficiency.

Performs any related duties assigned.

**NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES**

Thorough knowledge of the principles involved in the operation of radio, telephone, and related emergency communication equipment.

Thorough knowledge of the street system, police zones, and geography of the city and adjacent areas.

Ability to prepare and maintain required records and reports.

Ability to establish and maintain effective work relationships with the public and with other employees.

Ability to provide supervision and training to assigned subordinates.

**QUALIFICATION REQUIREMENTS**

Unless otherwise stated, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of either employment or promotion to a position must meet and maintain any medical and physical fitness standards designed to demonstrate good health and the physical ability to perform the essential duties of the position, with or without accommodation, as determined by a qualified medical physician and administered by the Appointing Authority.

Must be a regular and permanent employee in good standing in the class of Communications Officer II with at least three years service from date of probational appointment in that class.

Must, if employed after July 10, 1990, show evidence of successful completion of fifteen (15) hours of college level courses including at least six (6) hours of computer science courses.

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